



Tentatively Approved
By: _____

CITY OF MANCHESTER
Highway Department
Division of Parks, Recreation and Cemetery

PARK REQUEST FORM

_____	_____	_____
Event Date	Name of Event	Park Requested

Contact Information:

Name: _____	Tel # _____
Organization: _____	Tel # (Day of Event) _____
Address: _____	
E-mail: _____	

Event Information:

Time:	From: _____	To: _____																		
Event Type:	<table border="0"><tr><td><input type="checkbox"/> wedding</td><td><input type="checkbox"/> birthday party</td><td><input type="checkbox"/> religious service</td></tr><tr><td><input type="checkbox"/> carnival</td><td><input type="checkbox"/> political rally</td><td><input type="checkbox"/> performance w/o music</td></tr><tr><td><input type="checkbox"/> picnic</td><td><input type="checkbox"/> market</td><td><input type="checkbox"/> movie screening</td></tr><tr><td><input type="checkbox"/> concert</td><td><input type="checkbox"/> filming/advertising</td><td><input type="checkbox"/> art installation</td></tr><tr><td><input type="checkbox"/> sporting event</td><td><input type="checkbox"/> circus</td><td><input type="checkbox"/> company outing</td></tr><tr><td><input type="checkbox"/> other: _____</td><td colspan="2"></td></tr></table>		<input type="checkbox"/> wedding	<input type="checkbox"/> birthday party	<input type="checkbox"/> religious service	<input type="checkbox"/> carnival	<input type="checkbox"/> political rally	<input type="checkbox"/> performance w/o music	<input type="checkbox"/> picnic	<input type="checkbox"/> market	<input type="checkbox"/> movie screening	<input type="checkbox"/> concert	<input type="checkbox"/> filming/advertising	<input type="checkbox"/> art installation	<input type="checkbox"/> sporting event	<input type="checkbox"/> circus	<input type="checkbox"/> company outing	<input type="checkbox"/> other: _____		
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Additional Details:

Estimated Attendance: _____		
Parks Structures Requested: (supplied by Parks Division)	<input type="checkbox"/> Bandstand (fee applies) <input type="checkbox"/> Podium (fee applies)	<input type="checkbox"/> Sound System (fee applies) <input type="checkbox"/> Stage (Veteran's Park Only, fee applies)
Additional Structures : (supplied by Requestor at requestor's expense)	<input type="checkbox"/> Inflatable Play Yard <input type="checkbox"/> Tents <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Other: _____	Qty: _____ Qty: _____ Qty: _____ Qty: _____
Will your event be serving food?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Will your event be serving alcohol?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Will your event host vendors?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Is this a recurring event?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Park Usage must be in compliance with Parks Policies and in accordance with all City Ordinances. Approval is subject to review by other City departments. Additional requirements, licensure and fees may be required.		